SAMPLE MEMO - LEAVE BALANCES IN EXCESS OF MAXIMUM (1000)

(No. 6 August 1989)

SAMPLE MEMO

TO: Region/Unit/Headquarters Chief:

SUBJECT: Accrued Leave Balances

Sections 1055.3.1 of the Personnel Procedures Handbook requires employees to take their accumulated CTO (including holiday credit and excess hours) on a timely basis. In Schedule A, accumulated leave may not exceed the length of one ERP shift at the end of each pay period. In Schedule B, accumulated leave may not exceed the length of one ERP shift at the beginning of fire season.

Section 1067 outlines Department policy regarding vacation leave use and excess hours that are carried over. If employees exceed the limit they must make plans to take the time off within a prescribed period of time. If employee plans are not made enough in advance, or if the time is not taken off within a specified period of time, the employee's supervisor is responsible for scheduling its use.

Column 1 shows you the leave balances on Movember 1 so you can project accumulated balances and work with the supervisors and employees in making arrangements for their time off. Column 2 is completed in March so you can see which employees have not yet taken the necessary time off and follow up accordingly. Only those employees who are nearing or exceed the limits are included for your review.

NAME	CTO/HOLIDAY CREDIT EXCESS/VACATION	CTO/HOLIDAY CREDIT EXCESS/VACATION	
	November 1	March 1	
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NAME	CTO/HOLIDAY CREDIT EXCESS/VACATION	CTO/HOLIDAY CREDIT EXCESS/VACATION
	November ?	March 1
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